

Section: Secondary Programs

Title: Advisory Committees

It is the policy of the Division that each school district receiving funds for operating approved Professional-Technical Education programs utilize local advisory committees. The committee shall be advisory only, having no administrative authority over local Board of Education or administrative staff.

Advisory committees are groups of employers and community representatives who advise educators on the design, development, operation, evaluation, and revision of professional-technical programs. The workplace knowledge and resources provided by committee members help ensure that all aspects of the program reflect the current industry and community needs and standards of the workplace.

The committee should meet a minimum of one (1) time a year. Minutes of each meeting must be kept in the program file with a copy to administration. Division program managers will review the minutes during technical assistance visits or program reviews at the school. Program managers may request the minutes be submitted as needed.

The Professional-Technical Administrators Handbook for Advisory Committees, PTE #371, is available to programs. This handbook is a resource to organize and operate a local advisory committee. A Local Advisory Committee Member Handbook, Voc-Ed #276, is a resource document and is used as a guide line for individual members. These handbooks are available on the Division website, www.pte.idaho.gov.

Program managers may be contacted regarding individual program area advisory committee questions. You may contact the program manager on our website, www.pte.idaho.gov or call (208) 334-3216.

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